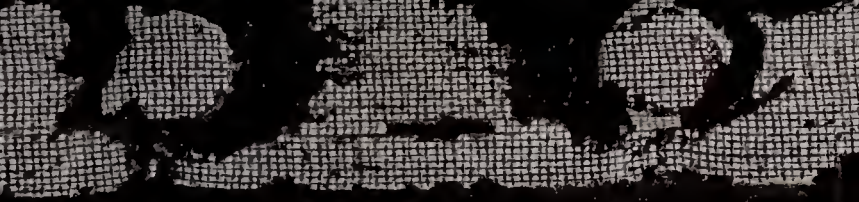

CITY OF KITCHENER

MUNICIPAL MANUAL

CITY OF KITCHENER

MUNICIPAL MANUAL

1966

Compiled by the City Clerk

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COUNCIL — 1966

WILLIAM L. BUTLER, Mayor
Office: City Hall, 743-5221 or 743-0267
Residence: 73 Hearth Crescent, 742-5254

ALDERMEN

DOMINIC V. CARDILLO, 67 Lyndhurst Drive
Office: 744-6567
Residence: 744-9022

HAROLD J. CHAPMAN, 8 Katharine Crescent
Office: 743-8321
Residence: 743-8321

FRANK R. HODDLE, 197 Margaret Avenue
Office: 742-3641
Residence: 742-0704

RUSSELL HONSBERGER, 10 Stewart Street
Office: 743-4114
Residence: 743-1681

EDITH MacINTOSH, 94 Sheldon Ave. North
Office: 742-4974
Residence: 742-4974

HARALD J. MATTSON, 57 Roy Street
Office: 744-8139
Residence: 745-2717

MERVYN J. VILLEMAIRE, 39 Weber St. E.
Office: 745-9483
Residence: 743-9659

ROBERT N. WAGNER, 25 Village Road
Office: 744-7325
Residence: 745-1330

EARLE H. WEICHEL, 84 Greenbrook Drive
Office: 742-5366
Residence: 742-5366

JOHN A. YOUNG, 50 Buttonwood Drive
Office.: 743-4376
Residence: 743-0772

SERVICE RECORD OF MEMBERS OF COUNCIL

BUTLER, William L.
Alderman 1962, 1964, 1965.
Mayor, 1966.

CARDILLO, Dominic V.
Alderman 1963, 1964, 1965, 1966.

CHAPMAN, Harold J.
Alderman 1962, 1963, 1964, 1965, 1966.

HODDLE, Frank R.
Alderman 1962, 1963, 1964, 1965, 1966.

HONSBERGER, Russell
Alderman 1959, 1960, 1961, 1963, 1964, 1965, 1966.

MacINTOSH, Edith
Alderman 1966.

MATTSON, Harald J.
Alderman 1961, 1962, 1964, 1965, 1966.

VILLEMAIRE, Mervyn J.
Alderman 1966.

WAGNER, Robert N.
Alderman 1966.

WEICHEL, Earle H.
Alderman 1966.

YOUNG, John A.
Alderman 1966.

MUNICIPAL ELECTION RETURNS

Results of Voting December 6, 1965
(Names in **Bold Face** Declared Elected)

MAYOR

William L. Butler	**12,256**
Sidney M. McLennan	7,038
Armin M. Bitzer	2,110

ALDERMEN

Russell Honsberger	**11,778**
Edith MacIntosh	**11,504**
Earle Weichel	**11,025**
John A. Young	**10,827**
Frank R. Hoddle	**10,196**
Harold J. Chapman	**10,114**
Joseph Mattson	**8,375**
Mervyn Villemaire	**8,297**
Dominic V. Cardillo	**8,179**
Robert N. Wagner	**7,930**
George Goebel	7,540
John H. Cook	6,917
James A. Wray	6,066
Elizabeth Swartz	5,647
Charles G. Lips	5,338
Harry Walters	5,073
Richard K. Taylor	4,594
Frederick Belton	2,695
Edward Moutoux	2,321
Melvin Zuch	2,040
Edward Boettinger	1,990
Percy A. Puttock	1,092

PUBLIC UTILITIES COMMISSION

Bruce Weber	**Acclamation**
Dalton F. Kissner	**Acclamation**
Donald Weber	**Acclamation**
Fred L. Dreger	**Acclamation**

WATER COMMISSION

Carl W. Knell	**10,570**
Albert E. Dunker	**10,484**
James C. Malleck	**10,202**
Egbert Seegmiller	**9,114**
Roy Brandon	8,866

PUBLIC SCHOOL TRUSTEES

Frederick J. Speckeen	**9,071**
Lorne R. Shantz	**6,931**

Nyle L. Diefenbacher	**6,043**
Frederick Kissner	**5,691**
John L. Walter	**5,016**
Frederick W. Stiefelmeyer	**4,641**
Cameron C. Hill	**4,558**
Philip L. Rason	**4,448**
Peter B. Mason	**4,427**
John S. Darling	**4,006**
Robert Appell	3,989
Harold P. Vogt	3,865
William Shuh	3,659
Selwyn H. Sangster	3,593
C. Hubert Spry	3,185
Malcolm G. Pace	2,970
Leonard Collis	1,826
Ernest Zeinert	1,361

RESULTS OF VOTE ON THE FOLLOWING QUESTION:

"Are you in favour of moving pictures, theatrical performances, concerts and lectures after 1:30 o'clock in the afternoon of the Lord's Day to be regulated by municipal by-law under the authority of The Lord's Day (Ontario) Act, 1960-61?"

Votes for the Affirmative	14,282
Votes for the Negative	6,713

PERCENTAGE OF ELIGIBLE PERSONS VOTING 42.44%

STANDING COMMITTEES OF COUNCIL

All Members of Council are Members of the following Standing Committees:

	Chairman
FINANCE	Alderman F. R. Hoddle
WORKS	Alderman J. A. Young

PLANNING & BUILDING

Alderman H. J. Chapman

RAILWAY & TRAFFIC....Alderman R. Honsberger
SEWER & SANITARY....Alderman E. H. Weichel

MATERIALS & EQUIPMENT

Alderman R. N. Wagner

OFFICE & CEMETERY....Alderman E. MacIntosh
FIRE & LIGHT.....Alderman D. V. Cardillo
PERSONNEL.....Alderman H. J. Mattson

SPORTS, LEGISLATION & PROPERTY

Alderman M. J. Villemaire

His Worship Mayor W. L. Butler is a member ex officio of each Standing Committee of Council.

BOARDS

AIR POLLUTION CONTROL APPEAL BOARD

Mr. G. H. Thompson, Sanitation Engineer, Secretary, City Hall, 743-5221, Ext. 24-25-26-28.

Alderman Earle Weichel, Chairman
Dr. G. E. Duff Wilson, M.O.H.
Mr. M. C. Kaufman
Mr. G. Goebel
Mr. W. Hunter

(Board meets when required)

BOARD OF COMMISSIONERS OF POLICE

Mr. G. F. Schmidt, Secretary, 134 Frederick Street, 745-9476.

Mayor W. L. Butler, Chairman
Judge D. S. Charlton
Magistrate J. R. H. Kirkpatrick

(Board meets 3rd Monday of month at 2:00 p.m.)

BOARD OF HEALTH

Mr. J. R. Darrah, Secretary, City Hall, 743-5221, Ext. 46.

Dr. L. V. Lang, Chairman
Mayor W. L. Butler
Dr. D. A. Messersmith
Dr. G. E. Duff Wilson, M.O.H.
Mr. D. E. Lippert

(Board meets 3rd Tuesday of month at 5:00 p.m.)

COMMITTEE OF ADJUSTMENT

Mr. R. W. Pritchard, Secretary-Treasurer, City Hall, 743-5221, Ext. 53-56.
Mr. R. B. Trott, Q.C., Chairman
Mr. J. E. Gray
Mr. H. E. Wambold

(Board meets when required)

COURT OF REVISION

Mr. G. A. Scharlach, Secretary, City Hall, 743-5221, Ext. 53-56.

Mr. F. T. Whitmore
Mr. A. G. Schmidt
Mr. J. R. Schmalz

(Board meets when required)

GRAND VALLEY CONSERVATION AUTHORITY

Mr. G. M. Coutts, Secretary-Treasurer, Box 134, Galt, 621-2761.

Kitchener Representatives:
Alderman H. J. Chapman
Mayor W. L. Butler
Mr. R. V. Eby

KITCHENER MEMORIAL AUDITORIUM BOARD OF MANAGEMENT

Mr. H. M. Crosby, Manager, 400 East Avenue, 745-5668.

Mr. J. Dooley, Chairman
Mr. J. Rumpel, Vice-Chairman
Mr. J. W. Scott
Mr. W. Delahey
Alderman H. J. Chapman
Alderman H. J. Mattson
Alderman M. J. Villemaire
Mayor W. L. Butler
(Board meets 2nd and 4th Thursday of month at 12:15 p.m.)

KITCHENER PARKING AUTHORITY

Mr. F. Weber, Manager, 200 King Street East, 743-5221.

Mr. D. L. Matthews, Chairman
Mr. H. Chesney
Mr. H. E. Wambold
(Board meets 1st Wednesday after 12th of each month at 4:30 p.m.)

KITCHENER PLANNING BOARD

Mr. W. E. Thomson, Secretary, City Hall, 743-5221, Ext. 85.

Mr. A. W. Sandrock, Chairman
Mr. W. H. Cline
Alderman H. J. Chapman
Dr. R. Krueger
Mr. J. Lingwood
Mr. M. L. Lahn
Mr. A. Orzy
Mr. J. G. Weber
Mr. C. R. Whitney
Mayor W. L. Butler
(Board meets 2nd and 4th Wednesday of month at 4 p.m.)

KITCHENER PUBLIC LIBRARY BOARD

Miss Dorothy Shoemaker, Secretary and Chief Librarian, 85 Queen Street North, 743-0215, Ext. 44.

Rev. V. Killoran, C.R., Chairman
Mr. L. J. Langan, Treasurer
Mr. R. M. Buie
Mrs. F. Cressman
Mr. G. Hamblin
Mr. S. Hodgins
Mrs. E. Staebler
Dr. J. G. Ross
Mayor W. L. Butler

(Board meets second Thursday of each month at 8:00 p.m., except July and August).

KITCHENER PUBLIC SCHOOL BOARD

Mr. E. N. Gildner, Business Administrator and Secretary-Treasurer, Victoria School, 743-0224.

Dr. F. J. Speckeen, Chairman
Mr. J. S. Darling
Mr. N. L. Diefenbacher
Mr. C. C. Hill
Mr. F. Kissner
Mr. P. B. Mason
Mr. P. L. Rason
Mr. L. R. Shantz
Mr. F. W. Stiefelmeyer
Mr. J. L. Walter

(Board meets 3rd Thursday of month at 8:00 p.m.)

KITCHENER RETARDED CHILDREN'S EDUCATION AUTHORITY

Mrs. Alice M. Kechnie, Secretary-Treasurer, 54 Cambridge Avenue, 745-9481, Ext. 29.

Mr. J. F. Bauer, Chairman
Mr. R. Keyes
Mr. D. Fisher
Dr. R. A. Mitchell
Mr. G. Bolender
Mr. I. E. Dennis

(Authority meets first Tuesday of month at 8:00 p.m.)

KITCHENER SEPARATE SCHOOL BOARD

Mr. F. G. Kraemer, Secretary-Treasurer and Business Administrator, 91 Moore Avenue, 744-2226.

Mr. G. L. Reidel, Chairman
Mr. C. J. Schell
Mr. E. H. Muschamp
Mr. W. J. Rich
Mr. G. A. Mackay
Mr. G. P. Moser
Mr. J. J. Olinski
Mr. J. R. Huck
Rev. F. Dentinger

(Board meets 2nd Monday of month at 8:00 p.m.)

KITCHENER-WATERLOO AND SUBURBAN PLANNING BOARD

Mr. K. W. Perrin, Secretary, 35 Weber St. E., 743-6394.

Kitchener Representatives:
Mr. T. H. Ainlay
Mr. A. G. Bamford
Mayor W. L. Butler
Alderman R. Honsberger

(Board meets 3rd Wednesday of month at 12:00 noon)

KITCHENER-WATERLOO HIGH SCHOOL BOARD

Mr. B. E. MacGregor, B.A., Secretary-Treasurer and Business Administrator, 125 Union St. E., Waterloo, SH 4-2793.

Dr. C. R. Philp, Superintendent of Secondary Education, 125 Union St. E., Waterloo, SH 4-3591.

Kitchener Representatives:

Mr. J. R. Zuber, B.Sc., Chairman (S)
Mr. S. Menich, B.A.Sc., P.Eng.
Mr. J. Ross Staines
Mr. R. B. Marr, B.A., F.C.I.C.
Mr. H. M. Atrubin, B.A., F.S.A.

Waterloo Representatives:

Mr. G. M. Cox, B.A.Sc., P.Eng., I.E.E.E.
Mr. D. A. Roberts, F.C.I.S
Mr. J. P. Moylan, B.A., C.L.U. (S)

(S)—Separate School Representatives

ADVISORY VOCATIONAL COMMITTEE

Kitchener Representatives:

Mr. R. Celeri
Mr. J. Pollock, B.A.Sc., M.B.A.
Mr. J. L. Bragg
Mr. Wm. Cline

Waterloo Representatives:

Mrs. J. S. G. Clarke, B.A.
Mr. M. L. Lahn, B.A.

(Board meets 2nd Tuesday of month at 8:00 p.m.)

PUBLIC SERVICE AND FAMILY RELIEF BOARD

Miss Dorothy Scherer, Secretary & Welfare Administrator, City Hall, 743-5221, Ext. 20-35-55.

Mr. J. Koch, Chairman
Alderman E. MacIntosh
Alderman F. R. Hoddle
Mr. J. H. Cook
Mr. J. Hummel Jr.
Mayor W. L. Butler

(Board meets every 3rd Monday of month at 9:30 a.m.)

ST. MARY'S GENERAL HOSPITAL
LAY ADVISORY BOARD

Sister M. Paula, C.S.J., Reg. N., Administrator, 911-b Queen's Blvd., 744-3311, Ext. 211.

Mr. R. T. Cardy, Secretary, 911-b Queen's Blvd., 744-3311, Ext. 221.

Mr. W. J. McGibbon, Q.C., Chairman
Mr. H. J. Ball
Lt.-Col. H. J. Heasley
Deputy Reeve T. Dietrich
Mr. H. H. L. Krug
Dr. L. V. Lang
Rev. A. C. Mayer, C.R.
Mr. J. E. Motz
Mr. T. A. Witzel
Mr. J. C. Zuber
Dr. J. E. Wittig (Chief of Staff)
Dr. J. E. Thompson (Pres.-Med. Staff)
Dr. R. K. Row (Vice-Pres.-Med. Staff)
Alderman D. V. Cardillo
Alderman H. Paikin
Reeve T. H. Isley

(Board meets 2nd Wednesday of Jan., Feb., Mar., May, June, Sept., Oct., and Nov. at 5:30 p.m.)

SUNNYSIDE HOME FOR THE AGED BOARD OF MANAGEMENT

Mr. R. Wilhelm, Secretary, 247 Franklin Avenue, SH. 5-7552.

Kitchener Representatives:

Alderman F. R. Hoddle
Mayor W. L. Butler

(Board meets 3rd Wednesday of month at 12:00 noon)

TRAFFIC ADVISORY CONFERENCE

Mr. B. Underwood, Secretary, 225 Fischer Drive, 744-6567.

Mr. J. MacVicar, Chairman
Mr. W. Sommerville
Mr. G. Mitchell
Mr. N. Reitzel
Mr. J. Bingeman
Alderman R. Honsberger
*Insp. W. Henrich
*Mr. E. Johnston
*Mr. J. Webster

(*Observers, not members of Committee)
(Board meets when required)

WATERLOO COUNTY AREA PLANNING BOARD

Mrs. O. Dark, Secretary, Waterloo County Court House, 576-2710.

Delegates: Mayor W. L. Butler
Dr. R. R. Krueger

Alternate Delegates: Alderman H. J. Chapman
Mr. William Cline

WATERLOO COUNTY BOARD OF AUDIT

Mr. H. Daufman, Crown Attorney, Secretary, Waterloo County Court House, 576-2710.

Judge D. S. Charlton, Chairman
Kitchener Representative: Mr. R. V. Eby
(Board meets quarterly)

COMMISSIONS

GRAND RIVER CONSERVATION COMMISSION

Mr. Ilmar Kao, Secretary-Treasurer, Box 609, Fergus, 843-3040.

Kitchener Representative: Mayor W. L. Butler

KITCHENER PARKS & RECREATION COMMISSION

Mr. L. Wiegand, Secretary, Victoria Park Pavilion, 743-5221.

Mr. K. Shantz, Chairman
Mr. W. H. Taylor, Vice-Chairman
Mayor W. L. Butler
Alderman R. N. Wagner
Mrs. C. E. Cobean
Mr. D. Gurzi
Mr. H. Freure
Mr. J. Tatham
Mr. P. Condon

(Board meets every 2nd Tuesday of month at 7:00 p.m.)

KITCHENER PUBLIC UTILITIES COMMISSION

Mr. A. J. Thaler, General Manager, 191 King St. West, 745-4771.

Mr. D. F. Kissner, Chairman
Mr. E. B. Weber
Mr. D. Weber
Mr. F. L. Dreger, Q.C.
Mayor W. L. Butler

(Board meets 4th Wednesday of the month at 12:00 noon)

KITCHENER SUBURBAN ROADS COMMISSION

Mr. J. M. Jordan, Secretary, 104 Graystone Avenue, 745-9720.

Kitchener Representatives:
Mr. M. Pequegnat
Mr. S. Shupe

(Board meets 1st Wednesday of month at 9:00 a.m.)

KITCHENER WATER COMMISSION

Mr. R. K. Pequegnat, Manager and Treasurer, 59 Frederick St., 576-4150.

Mr. A. E. Dunker, Chairman
Mr. E. Seegmiller, Vice-Chairman
Mr. C. W. Knell
Mr. J. C. Malleck
Mayor W. L. Butler

(Board meets 2nd Monday at 4:30 p.m.)

KITCHENER-WATERLOO HOSPITAL COMMISSION

Mr. G. A. Cox, Administrator, 835 King St. W., 745-9451, Ext. 200.

Mr. M. J. Smith, Chairman
Mr. W. H. Kaufman
Mr. M. J. Neeb
Mrs. C. E. Cobean
Mr. R. G. Martin
Mayor A. F. Paleczny
Mayor W. L. Butler
Dr. H. H. Henderson
Dr. H. D. Mathies
Deputy Reeve R. J. Cousineau
Mr. R. C. Dahmer
Reeve H. Ziegler
Reeve A. Lorentz

(Board meets last Tuesday of month at 4:00 p.m.)

WATERLOO-WELLINGTON AIRPORT COMMISSION

Mr. E. R. MacLeod, Secretary-Treasurer, 318 Church St., Preston, 653-6596.

Mr. W. K. Graham, Chairman
Kitchener Representatives:
Mr. N. C. Schneider
Mr. B. McCullough
Alderman H. J. Mattson

(Board meets 1st Thursday after 1st Monday of month at 8:00 p.m.)

SPECIAL COMMITTEES OF COUNCIL

CAPITAL FORECAST COMMITTEE

Alderman J. A. Young, Chairman Works Committee
Alderman E. H. Weichel, Chairman Sewer & Sanitary Committee
Alderman R. Honsberger, Chairman Railway & Traffic Committee
Alderman F. R. Hoddle, Chairman Finance Committee
Alderman D. V. Cardillo, Chairman Fire & Light Committee
Alderman H. J. Chapman, Chairman Planning & Building Committee
Mr. W. L. Bradley, City Engineer
Mr. R. V. Eby, City Treasurer
Mr. W. E. Thomson, City Planning Director
Mr. C. E. Staebler, City Assessment Commissioner

CENTENNIAL COMMITEE

Alderman R. Honsberger
Alderman E. MacIntosh
Alderman D. V. Cardillo

Alderman H. J. Chapman
Alderman J. A. Young
Alderman E. H. Weichel

CIVIC ADMINISTRATION COMMITTEE

Mayor W. L. Butler
Alderman R. N. Wagner
Alderman R. Honsberger
Alderman H. J. Chapman

CIVIC CENTRE COMMITTEE

Alderman H. J. Chapman
Alderman J. A. Young
Alderman E. MacIntosh
Alderman F. R. Hoddle
Alderman M. J. Villemaire
Mr. W. L. Bradley, City Engineer
Mr. W. E. Thomson, City Planning Director
Mr. C. E. Staebler, Assessment Commissioner
Mr. R. V. Eby, City Treasurer
Mr. G. Goebel
Mr. W. Motz
Mr. W. D. McGregor, Chamber of Commerce appointee
Messrs. A. W. Sandrock and M. L. Lahn, Kitchener Planning Board appointees

CIVIL DEFENCE COMMITTEE

Alderman E. H. Weichel
Alderman R. N. Wagner
Alderman E. MacIntosh

KITCHENER-WATERLOO CONSERVATION DEVELOPMENT ADVISORY BOARD

Mayor W. L. Butler
Mr. W. E. Thomson
Mr. T. H. Ainlay
Mr. R. V. Eby

LIAISON TO ARTS CENTRE COMMITTEE

Alderman E. MacIntosh

LIAISON TO THE INDUSTRIAL DEVELOPMENT COMMITTEE OF THE KITCHENER CHAMBER OF COMMERCE

Alderman J. A. Young
Alderman E. H. Weichel

LOCAL ADVISORY COMMITTEE FOR THE KITCHENER WATER POLLUTION CONTROL PLANT

Alderman E. H. Weichel
Alderman J. A. Young
Alderman R. N. Wagner
Mr. W. L. Bradley
Mr. R. K. Pequegnat
Mr. G. Ward
Mr. J. Dopp

MUNICIPAL RECREATION FACILITIES COMMITTEE

Alderman F. R. Hoddle
Alderman M. J. Villemaire
Alderman D. V. Cardillo
Mr. K. R. Shantz, Chairman Parks & Recreation Commission
Mr. J. Dooley, Chairman Kitchener Memorial Auditorium Board of Management
Mr. G. L. Reidel, Chairman Kitchener Separate School Board
Dr. F. J. Speckeen, Chairman Kitchener Public School Board
Mr. J. Pollock, Member Kitchener-Waterloo High School Board
Mr. K. Cavanagh

PARKING BUILDING COMMITTEE

Mr. H. E. Wambold
Mr. C. Chesney

Mr. D. L. Matthews
P.U.C. Chairman—Mr. D. F. Kissner
Downtown Business Association Chairman—
Mr. J. Bingeman
Municipal Affairs Committee Chairman—
Mr. F. C. B. Hall

SCHOOL BOY PATROL COMMITTEE

Alderman R. Honsberger
Alderman D. V. Cardillo

SPECIAL INTERNAL COMMITTEE
RE SEWAGE RATES

Alderman E. H. Weichel
Mr. W. L. Bradley, City Engineer
Mr. R. K. Pequegnat, Water Commission
Manager
Mr. R. V. Eby, City Treasurer
City Auditors
City Solicitors

SURPLUS HIGHWAY LANDS COMMITTEE

Alderman J. A. Young
Mr. W. L. Bradley, City Engineer
Mr. W. E. Thomson, City Planning Director

TRUST INVESTMENTS COMMITTEE

Alderman F. R. Hoddle
Mr. R. V. Eby, City Treasurer

OTHER APPOINTMENTS

CHILDREN'S AID SOCIETY—BOARD OF DIRECTORS: Alderman E. MacIntosh

FENCE VIEWERS: Mr. W. H. Wrightson and Mr. J. A. Halliwell

K-W & NORTH WATERLOO HUMANE SOCIETY: Alderman H. J. Mattson

K-W FEDERATED CHARITIES: Alderman F. R. Hoddle and Alderman D. V. Cardillo

MID-WESTERN ONTARIO DEVELOPMENT ASSOCIATION: Alderman D. V. Cardillo and A. J. Gillies, Manager, Chamber of Commerce

ONTARIO PIONEER COMMUNITY FOUNDATION: Mr. J. R. Adare

PAGE TO COUNCIL: Mr. C. V. Arnold

UNIVERSITY OF WATERLOO — BOARD OF GOVERNORS: Mayor W. L. Butler

UNIVERSITY OF WESTERN ONTARIO—SENATE: Alderman D. V. Cardillo

VICTORIAN ORDER OF NURSES: Alderman E. MacIntosh

WATERLOO COUNTY HEALTH ASSOCIATION: Alderman M. J. Villemaire

WATERLOO LUTHERAN UNIVERSITY—SENATE: Alderman H. J. Mattson

CHAMBER OF COMMERCE

Mr. A. J. Gillies, General Manager, 68 King St. E., 743-5221 or 742-4496.
Mr. A. P. Calvert, Assistant General Manager, 742-4496.
Mr. S. Jones, Manager, Tourist and Convention Bureau, 742-4496.
Mr. A. G. Bamford, President
Mr. A. W. Sandrock, Past President
Mr. F. K. Staebler
Mr. J. Zuber, Jr.
Mr. R. W. Auger
Mr. W. L. Dawson
Mr. W. A. Baechler
Mr. J. A. Ball
Mr. L. P. Breithaupt

Mr. J. Connell
Mr. R. Forbes
Mr. C. Greb
Mr. J. Lingwood
Mr. I. G. Needles
Mr. C. F. MacNaughton
Mr. J. D. Small
Mr. W. D. McGregor
Dr. R. V. Yohe

(Board meets 4th Tuesday of each month at 4:30 p.m., Chamber of Commerce Board Room)

BUSINESS AND INDUSTRIAL DEVELOPMENT BRANCH

Mr. A. J. Gillies, General Manager, 743-5221 or 742-4496.

Mr. I. G. Needles, Chairman & Director
Mayor W. L. Butler
Mr. W. A. Baechler
Mr. A. G. Bamford
Mr. J. H. Baetz
Mr. D. Brown
Mr. R. Brown
Mr. R. Harris
Mr. J. M. MacMillan
Mr. C. A. Pollock
Mr. A. W. Sandrock
Mr. H. Schmalz
Alderman E. Weichel
Alderman J. A. Young
Mr. H. F. Cummings

JUNIOR CHAMBER OF COMMERCE

Mr. R. Groff, Secretary, 26 Young St. E., Waterloo, 742-3400.
Mr. Barkley Cox, President
Mr. G. Fine, Vice-President

Mr. J. Peacock, Vice-President
Mr. F. Despond, Treasurer
Mr. J .Wright, Chairman
Mr. G. Robinson
Mr. O. Jeske
Mr. D. MacDonald
Mr. W. Waschkowski
Mr. E. Dueck

(Board meets 2nd and 4th Mondays of each month)

CITY OFFICIALS

Name	Telephone Bus.	Res.
Assessment Department		
C. E. Staebler, Assessment Commissioner		
724 Queen St. S.	743-5221	745-4195
J. W. Kehn, Deputy Assessment Commissioner		
98 Peter Street	743-5221	743-8340
H. A. Dahmer, Office Supervisor		
174 Simeon Street	743-5221	742-6044
R. Franks, Chief Assessor		
944 Queen's Blvd.	743-5221	743-1761
R. W. Alyea, Assessor		
1176 Union Street	743-5221	743-6239
R. St. Marie, Assessor		
49 Burbank Rd.	743-5221	745-8203
J. Fiddler, Assessor		
1010 Mill Street	743-5221	743-9164
D. Hallman, Assessor		
91 Lois Street	743-5221	744-7791
Auditor's Department		
Clarkson, Gordon & Co., City Auditors		
305 King Street West	744-1171	

CITY OFFICIALS
(continued)

Name	Telephone Bus.	Res.
Building & Plumbing Department		
A. T. Balfour, B.A.Sc., P.Eng., Building Commissioner 128 Cyprus Drive	743-5221	745-1259
W. H. Wrightson, Chief Building Inspector 35 Krug Street	743-5221	742-6643
G. C. King, Assistant Building Inspector 233 Lorne Avenue	743-5221	743-7801
W. H. Schenk, Assistant Building Inspector 264 Louisa Street	743-5221	742-9483
R. G. McCurdy, Plumbing Inspector 300 Melrose Avenue	743-5221	745-0968
R. B. Dorscht, Assistant Plumbing Inspector 414 Louisa Street	743-5221	745-5963
Cemetery Department		
W. L. Meyer, Superintendent 50 Gordon Ave., Apt. 11	744-6585	745-7459
City Clerk's Department		
J. R. Darrah, City Clerk 206 Kenneth Avenue	743-5221	744-7092
G. A. Scharlach, Deputy City Clerk 27 Eton Drive	743-5221	745-5482
R. W. Pritchard, Assistant to City Clerk 102 Midland Drive	743-5221	576-2766
City Hall & Market Building		
C. V. Arnold, Building Superintendent & Market Clerk 98 Dixon Street	743-5221	742-1413

CITY OFFICIALS

(continued)

Name	Telephone Bus.	Res.

Engineering Department

W. L. Bradley, B.A.Sc., P.Eng., City Engineer
228 Pandora Crescent 743-5221 742-3301
H. W. Flood, B.Sc., P.Eng., Deputy City Engineer
24 Evergreen Crescent 743-5221 743-7419
E. Coates, P. Eng.
228 Kenneth Avenue 743-5221 743-5882
D. Amos, P.Eng.
55 Hickson Drive 743-5221 743-8066
D. Poll, Clerical Supervisor
35 Layton Street 743-5221 743-0182
G. Thompson, P.Eng., Sanitation Engineer
155 Rennie Drive 743-5221 745-1670
E. Hogan, General Works Superintendent
46 Rex Drive 743-5221 742-1472
J. Rutherford, Assistant General Works Superintendent
54 Birch Avenue 743-5221 745-5344
A. Thorne, Mechanical Superintendent
209 Mill Street 743-5221 742-7095
G. Ziegler, Foreman & Weed Inspector
77 Franklin Ave. 743-5221 743-1543

Fire Department

K. R. Putnam, Chief
524 Park Street, Apt. 1 744-1122 745-7828
B. Finney, Assistant Chief
172 Belmont Ave. West 744-1122 745-4809

CITY OFFICIALS
(continued)

Name	Telephone Bus.	Res.

Health Department

Dr. G. E. Duff Wilson, M.O.H.		
Ayr, Ontario	744-7357	632-7074
Dr. D. C. McColl, Public Health Dentist		
18 Barberry Place	744-7357	743-4811
O. W. Hughes, Sanitation Inspector		
37 Bingeman Street	744-7357	742-9562
Miss Florence Kudoba, Supervisor of Public Health Nurses		
1218 Queen's Blvd.	744-7357	745-4060

Land Purchasing Department

C. E. Staebler, Land Purchasing Officer		
724 Queen Street South	743-5221	745-4195

Legal Department

G. M. Bray, Q.C., City Solicitor		
127 Frederick Street	744-3331	745-9023
J. J. Kelly, Q.C., Assistant City Solicitor		
127 Frederick Street	744-3331	743-7464

Parks & Recreation Commission

L. Minshall, Commissioner		
36 Stonybrook Drive	743-5221	576-3535
F. Graham, Director of Parks		
Victoria Park Pavilion	743-5221	
R. Ballantyne, Director of Recreation		
Victoria Park Pavilion	743-5221	
B. Wrigglesworth, Ass't. Director of Recreation		
116 Stonybrook Drive	743-5221	742-5624

CITY OFFICIALS
(continued)

Name	Telephone Bus.	Res.
S. Smeele, Ass't. Director of Parks 38 Richmond Avenue	743-5221	576-4762
L. N. Wiegand, Office Supervisor 279 Stonybrook Drive	743-5221	743-4274

Personnel & Employment Department

N. MacKenzie, Personnel Director 27 Katherine Crescent	743-5221	743-9435

Planning Department

W. E. Thomson, M.A., M.T.P.I.C., Planning Director 63 Cyprus Drive	743-5221	744-2978
J. A. Halliwell, Deputy Planning Director 181 Borden Ave. North	743-5221	742-3464
B. Wilson, Planning Assistant 56 Maywood Road	743-5221	743-9570
H. I. Stott, Zoning Inspector 84 Westmount Road S., Waterloo	743-5221	744-4002
R. C. Van Veldhuisen, B.A.Sc., Research Engineer 145 Weber St. N., Waterloo	743-5221	744-6765

Police Department

J. Lautenslager, Chief Constable 176 David Street	745-9476	745-8189
G. F. Schmidt, Justice of the Peace & Magistrate's Court Clerk 53 Fairview Avenue	745-9476	745-4677
Mrs. B. Futher, Justice of the Peace 128 Ann Street	745-9476	744-2804
J. Ulmer, Traffic Inspector 31 Carlton Avenue	745-9476	742-7663

CITY OFFICIALS

(continued)

Name	Telephone Bus.	Res.
H. Lipskie, Detention Inspector		
33 Suffolk Avenue	745-9476	745-5149
W. J. Henrich, Patrol Inspector		
18 Valewood Crescent	745-9476	742-4042
Purchasing Department		
H. R. Selman, Purchasing Officer		
55 Kenneth Avenue	743-5221	744-8007
E. Bieronski, Buyer		
55 Owen Avenue	743-5221	743-8807
Rockway Golf		
B. McAdam, Secretary-Manager		
1076 Union Street	742-2182	742-5471
Tax Department		
C. P. Hammond, Tax Collector		
70 Rosedale Avenue	743-5221	742-1136
W. D. Martin, Ass't. Tax Collector		
35 Lyle Place	743-5221	742-4881
Traffic Engineering Department		
J. A. Webster, Traffic Engineering Supervisor		
733 Frederick Street	743-5221	576-3754
J. W. Taylor, Superintendent Traffic Equipment Maintenance		
36 Edgewood Drive	743-5221	742-8212
Treasurer's Department		
R. V. Eby, City Treasurer		
161 Jackson Avenue	743-5221	742-4880
C. T. Simpson, Deputy City Treasurer		
63 Charlotte Crescent	743-5221	743-1973
Welfare Department		
Miss D. Scherer, Welfare Administrator		
60 Madison Avenue N.	743-5221	742-0001

KITCHENER STATISTICS

Incorporation—Village	January, 1854
Incorporation—Town	May 20, 1870
Incorporation—City	June 10, 1912
Change of Name	September 1, 1916
Population	86,959
Total Taxable Assessment	$189,590,434
Debenture Debt of the City	$ 22,736,123
Area in Acres	12,149.23
Miles of Registered Streets	205.88
Miles of Sewers	195.08
Miles of Concrete Walks	238.36
Miles of Storm Drains	134.07
Miles of Watermains	218.83
Bus and Trolley Coach Mileage	
Total Route	84.3 mi.
Trolley Coach and Bus Passenger	
Total	8,405,078
Schools	35
High School and Collegiates	6
Colleges	2
Business Schools	2
Churches	76
Police Officers	108
Permanent Firemen	121

POPULATION

1900	9,696
1910	14,600
1920	23,027
1930	31,114
1940	34,232
1950	43,084
1960	73,300
1961	74,846
1962	77,539
1963	80,650
1964	83,063
1965	86,959

TAXABLE ASSESSMENT

Tax Year	Total
1900	$ 3,344,920
1910	6,780,334
1920	18,053,521
1930	26,530,097
1940	27,322,331
1950	41,389,290
1960 (Residential—$ 77,267,262 Commercial—$ 55,454,964)	132,722,226
1961 (Residential—$ 83,684,559 Commercial—$ 58,172,886)	141,857,445
1962 (Residential—$ 88,953,307 Commercial—$ 60,176,614)	149,129,921
1963 (Residential—$ 92,717,014 Commercial—$ 63,740,503)	156,457,517
1964 (Residential—$ 97,485,007 Commercial—$66,478,196)	163,963,203
1965 (Residential—$104,007,183 Commercial—$ 70,511,312)	174,518,495
1966 (Residential—$111,757,056 Commercial—$ 77,833,378)	189,590,434

MILL RATES

1900			17.25
1910			22.00
1920			30.50
1940			37.50
1950			42.50
1960	Residential		50.50
	Commercial		54.00
1961	Residential		52.00
	Commercial		55.50
1962	Residential	S. 55.435	P. 52.50
	Commercial	S. 60.285	P. 57.024
1963	Residential	S. 55.06	P. 53.00
	Commercial	S. 60.710	P. 58.421

1964	Residential	S. 57.690	P. 55.90
	Commercial	S. 63.959	P. 61.971
1965	Residential	S. 58.99	P. 57.2
	Commercial	S. 65.307	P. 63.319
1966	Residential	S. 63.317	P. 61.900
	Commercial	S. 69.723	P. 68.149

BUILDING PERMITS

Year	Total No. Housing Units	Total Value	Total Permits Issued	Total Value of Permits
1910			136	$ 231,895
1920			580	1,244,850
1930	157	$ 671,492	781	1,344,232
1940	186	585,550	693	839,300
1950	425	3,332,805	1,744	5,208,783
1960	1,501	11,814,850	2,318	22,869,899
1961	670	6,553,200	1,719	15,563,966
1962	962	8,372,600	1,805	16,257,071
1963	1,487	11,903,200	1,969	23,450,231
1964	2,324	18,169,690	1,821	32,567,128
1965	1,610	15,888,000	1,804	33,277,601

VITAL STATISTICS

Year	Births	Stillbirths	Deaths
1900	200		146
1910	408		223
1920	642		295
1930	855		366
1940	925		442
1950	2,298	36	595
1960	3,320	41	733
1961	3,377	32	716
1962	3,436	43	743
1963	3,571	51	770
1964	3,615	66	797
1965	3,668	51	828

Prior to 1949, stillbirths were included with deaths.

All births must be registered at the City Clerk's Office, City Hall, within thirty days from the occurrence thereof. Physicians attending births are required to send in notices of births within forty-eight hours.

Neglect or failure to send in notice in any case renders parties liable to a fine not exceeding $100.00 and costs.

Deaths must be registered at the City Clerk's Office, City Hall, before a Burial Permit can be issued. Physicians attending are required to certify as to medical causes and dates of death.

MARRIAGE LICENCES

Issued by City Clerk

Year	Total
1960	407
1961	454
1962	469
1963	491
1964	536
1965	601

Marriage licences are issued at the City Clerk's Office, City Hall, between the hours of:
8:30 a.m. to 12:00 noon
1:30 p.m. to 4:30 p.m.

DOMESTIC ELECTRIC RATES

1st 100 K.W.H.	@2.5c
Next 400 K.W.H.	@1.2c
Next 1,000 K.W.H.	@ .7c
Balance of Consumption	@1.1c

Minimum Bi-Monthly Bill .....@2.60 gross
Prompt Payment Discount: 10%

DOMESTIC GAS RATES PER MONTH

Minimum (First 400 cu. ft. or less) $2.22 Gross
Next 1,600 cu. ft. .....22c per C. Gross
Next 3,000 cu. ft. .....18c per C. Gross
Next 195,000 cu. ft. .....12.8c per C. Gross
Prompt Payment Discount: 10%

COMMERCIAL ELECTRIC RATES

The basis of billing is a Service Charge of 50c per K.W. per month of connected load or maximum demand, with a minimum load of 1 K.W. followed by a Consumption Charge of:
1st 100 hours use of load @ .2c per K.W. hr.
2nd 100 hours use of load @ .8c per K.W. hr.
Balance of consumption @ .5c per K.W. hr.
Minimum Monthly Bill.....$1.30 Gross
Prompt Payment Discount: 10%

DOMESTIC, COMMERCIAL & INDUSTRIAL GAS HEATING RATES PER MONTH

Minimum (First 200 cu. ft. or less) $1.11 Gross
Next 800 cu. ft. 22c per C Gross
Next 1,500 cu. ft. 18c per C. Gross
Next 97,500 cu. ft. 12.8c per C. Gross
Next 400,000 cu. ft. 11.1c per C. Gross
Next 500,000 cu. ft. 10c per C. Gross
Next 1,000,000 cu. ft. 9.4c per C. Gross
Next 5,000,000 cu. ft. 8.9c per C. Gross
Next 7,000,000 cu. ft. 8.3c per C. Gross
Next 14,000,000 cu. ft. 7.8c per C. Gross
Prompt Payment Discount: 10%

WATER RATES

Water rates of 30c per 100 cu. feet, less 10% discount, include 100% surcharge for sewer purposes on authority of City Council. Minimum four-month bill, including read-to-serve charge, sewer surcharge, and 500 cu. feet water is $3.50, less 10% discount.

POWER SERVICE

The basis of billing is a Service Charge of $1.00 per K.W. per month of Connected Load of Maximum Demand; with a Minimum Load of 4 K.W.; followed by a Consumption Charge of:

1st Rate—
100 hours use of load @ 1.5c per K.W. hr.

2nd Rate—
100 hours use of load @ .5c per K.W. hr.

3rd Rate—
Balance of Consumption @ .33c per K.W. hr.

Minimum Monthly Bill.....$4.00 Gross

Prompt Payment Discount: 10%

WATER HEATER RATES

39c per 100W Capacity per month gross.

CITY OF KITCHENER MAYORS SINCE 1871

Dr. W. Pipe	1871
J. Hoffman	1872, 1873
Hugo Kranz	1874, 5, 6, 7, 8
L. Breithaupt	1879, 1880
John Motz	1880, 1881
J. Y. Shantz	1882
W. Jaffray	1882, 1883
A. Millar	1884, 1885
Dr. H. G. Lackner	1886, 1887
L. J. Breithaupt	1888, 1889
H. L. Janzen	1890
J. M. Staebler	1891
C. Bitzer	1892
Dr. H. G. Lackner	1893
D. Hibner	1894, 1895
J. C. Breithaupt	1896, 1897
Geo. Rumpel	1898

John R. Eden	1899, 1900
G. H. Bowlby, M.D.	1901
John R. Eden	1902, 1903
Carl Kranz	1904, 1905
Aaron Bricker	1906, 1907
Allan Huber	1908
C. C. Hahn	1909, 1910
W. H. Schmalz	1911, 1912
W. D. Euler	1913, 1914
J. E. Hett	1915, 1916
D. Gross, Jr.	1917, 8, 9
John R. Eden	1920
Chas. Greb	1921, 1922
L. O. Breithaupt	1923, 1924
N. Asmussen	1925, 1926
E. E. Ratz	1927, 1928
W. P. Clement	1929, 1930
C. Mortimer Bezeau	1931, 1932
H. W. Sturm	1933, 1934
J. Albert Smith	1935, 6, 7
George W. Gordon	1938, 1939
Jos. Meinzinger	1940, 1, 2, 3, 4, 5
J. G. Brown	1946, 1947
J. W. Washburn	1948, 1949
Dr. F. S. Leavine	1950, 1951
Bruce Weber	1952, 1953
Donald Weber	1954, 1955
Fred L. Dreger	1956, 1957
Dr. S. F. Leavine, Jan. 1-July 9	1958
Keith R. Hymmen, Aug. 5-Dec. 31	1958
Jos. Meinzinger	1959
H. E. Wambold	1960
Jos. Meinzinger	1961
Jos. Meinzinger, Jan. 1-June 3	1962
James E. Gray, June 7-Dec. 31	1962
Keith R. Hymmen	1963, 4, 5
William L. Butler	1966

AREA MUNICIPAL OFFICES

BRIDGEPORT, Municipal Offices
579 Lancaster Street, SH 3-4543
D. Wismer, Reeve
H. J. Hollinger, Clerk.

ELMIRA, Municipal Offices
Church Street West, 669-5495
C .E. Blow, Mayor
W. D. Hill, Clerk.

GALT, City Hall
46 Dickson Street, 623-1340
R. J. Kerr, Mayor
J. H. E. Ritz, City Clerk.

GUELPH, City Hall Square
59 Carden Street, 822-1260
R. W. Smith, Mayor
Miss M. A. Tovell, City Clerk.

KITCHENER, City Hall
100 King Street East, SH 3-5221
W. L. Butler, Mayor
J. R. Darrah, City Clerk.

WATERLOO, City Hall
Waterloo Square, 576-2420
A. F. Paleczny, Mayor
D. F. Preston, City Clerk.

WATERLOO COUNTY, Court House & Offices Building
20 Weber Street East, 576-2710
J. T. Taylor, Warden
J. A. Barclay, Clerk.

WATERLOO, Township Offices
31 Parkway Drive, SH 5-7367
T. Isley, Reeve
G. Cooper, Clerk.

By-Law Section

BY-LAW NO. 5334

of the

CITY OF KITCHENER

as amended by By-Law No. 5459

To regulate proceedings had or taken in or on behalf of the Council of the Corporation of the City of Kitchener and to make better provision for the Government of the said City.

Whereas it is deemed necessary and expedient that there should be rules governing the proceedings of the Council and of its Committees.

Therefore the Council of the Corporation of the City of Kitchener **Enacts As Follows:**

1. **Meetings of the Council**

1.01 The inaugural meeting of the new Council following a biennial election shall be held on the first Monday in January at 7:30 o'clock in the afternoon, local time, except when that day is a holiday, and in that case on the next juridical day at the same hour.

1.02 After its inaugural meeting the Council shall meet for the transaction of business in the Council Chambers at the hour of 8:00 o'clock in the afternoon, local time, of Monday in each alternate week, except as hereinafter provided, viz:

(1) Where such Monday is a holiday, the Council shall meet at the same hour on the next juridical day.

(2) During the months of June, July, August and September the Council shall meet at the same hour on such days as it may, by resolution, prescribe.

1.03 The head of the Council, or other pre-

siding officer, may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

1.04 Subject to sections 1.06 and 1.07 the head of the Council shall preside at all meetings of the Council.

1.05 As soon after the hour of meeting as there shall be a quorum present, the head of the Council shall take the Chair and call the members to order.

1.06 In the absence of the head of the Council, or if his office is vacant, or if he refuses to act, the Council may, from among the members, appoint a presiding officer, who, during such absence or vacancy or refusal to act, has all the powers of the head of the Council.

1.07 If the person who ought to preside at any meeting of the Council does not attend within fifteen minutes after the hour appointed, the members present may appoint a presiding officer from among themselves, and he has the same authority as the absent person would have had if present.

1.08 A majority of the members of Council shall be necessary to constitute a quorum.

1.09 If there be no quorum present within thirty minutes after the hour appointed for any meeting, the Clerk shall record the names of the members present and the Council shall, subject to section 1.10 hereof, stand adjourned until the day of the then next regular meeting.

1.10 The head of the Council may at any time summon a special meeting, and, upon receipt of the petition of the majority of the members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.

1.11 No special meeting of the Council shall be held unless and until every member of the Council shall be present or shall have had written notice of such meeting, such written notice to be mailed to each member at his place of business or residence at least forty-eight hours prior to the time appointed for such meeting. Such written notice shall specify clearly the business to be considered at such special meeting.

1.12 The proceedings of the Council on any day shall be terminated by the hour of twelve o'clock midnight unless such proceedings are continued after such hour with the unanimous consent of all members present.

2. Order of Procedure

Immediately after the head of the Council or other presiding officer shall have called the meeting to order the following order of procedure shall be observed:

1. Minutes.
2. Communications.
3. Referral of Communications.
4. Delegations.
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Unfinished Business.
8. New Business.
9. Questions.
10. Answers.
11. Introduction of By-laws.
12. Committee of the Whole.
13. Report of the Committee of the Whole.
14. Final Passage of By-laws.
15. Adjournment.

The foregoing order of procedure shall have precedence over any motion before the Council.

2.01 **Minutes.**

(a) A copy of the minutes of each meeting of Council and its Standing Committees shall be mailed by the Clerk to each member of Council prior to the next regular meeting of Council.

(b) Immediately after the head of the Council or other presiding officer shall have called the meeting to order, the minutes of the previous meetings not yet adopted, shall be presented by the Page for confirmation. Such minutes may be adopted as mailed to the members of Council without first being read to Council.

(c) When the minutes have been confirmed they shall be signed by the head of the Council or other presiding officer and by the Clerk.

2.02 **Communications**

(a) Every letter, petition or other communication intended for presentation to the Council or any of its Committees shall be legibly written or printed and shall be signed by at least one person giving his or her address.

(b) Every letter, petition and other communication addressed to the Council shall be received by the Clerk who shall deal with them as follows:

(1) Where, in the opinion of the Clerk, the subject matter of any Communication is properly within the jurisdiction of the Committee of the Whole, such communication shall be placed upon the agenda for the next regular meeting of the Council and be read to the Council.

(2) Where, in the opinion of the Clerk, the subject matter of any Communication is

properly within the jurisdiction of any Standing or Special Committee of the Council, such Communication shall be referred directly to the appropriate Committee without prior reference to the Council.

(3) Communications of a routine nature shall be referred by the Clerk directly to the City Official concerned, or to file without prior reference to the Council or any Committee.

(4) Where letters or other communications addressed to the Council are referred by the Clerk to a committee or to file the Clerk shall list such letters or other communications upon the agenda for the next regular meeting of the Council and shall briefly indicate thereon the content of each such letter or other communication and the disposition made of same.

2.03 **Referral of Communications**

Following the reading of the communications to the Council the Mayor or other presiding officer shall direct that each be referred to the Committee of the Whole or to such other Committee of Council as, in his opinion, has jurisdiction in the subject matter of the communication concerned.

2.04 **Delegations**

(a) No person except members of the Council and City Officials shall be allowed to come within the bar during the sitting of the Council without the permission of the head of the Council.

(b) When any person, not being a member of the Council, desires to address the Council, he shall be permitted to do so only on a

motion to such effect being passed by a majority vote of the members present.

(c) Unless the Council otherwise declares no such person shall be permitted to address the Council for a period of time greater than ten minutes. Provided however, that where a delegation consists of five or more persons it may be permitted to have two spokesmen address the Council, in which event each of such spokesmen shall be limited to speaking for not more than ten minutes.

2.05 **Reports of Standing Committees**

(a) The head of the Council or other presiding officer shall call upon every Standing Committee to report at every regular meeting of the Council. In the event that a Standing Committee has no report to make its Chairman, or in his absence any other member of the Committee, shall so advise the Council.

(b) The report of every Standing Committee shall be in writing and shall be signed by the Chairman or Acting Chairman of such Committee.

2.06 **Reports of Special Committees**

(a) The head of the Council or other presiding officer shall during every regular meeting of the Council call for the reports of any Special Committees and thereupon the Chairman or Acting Chairman of any Special Committee wishing to make a report may rise and present same to the Council.

(b) The report of every Special Committee shall be in writing and shall be signed by the Chairman or Acting Chairman of such Committee.

2.07 **Unfinished Business**

Any item of business which has been discussed by the Council at a prior meeting, but not disposed of, may be raised again at any subsequent regular meeting of the Council when "Unfinished Business" is called for under the order of procedure.

2.08 **New Business**

The following items of business may be introduced when "New Business" is called for under the order of procedure:

(a) Notices of Motion

(b) Motions of which prior notice has been given.

(c) Motions of congratulation or sympathy or other motions of a routine nature.

(d) Questions of privilege.

2.09 **Questions**

When "Questions" are called for under the order of procedure any member of the Council may submit any question pertaining to the business of the Council to any other member of the Council.

The member to whom a question is directed many answer orally at the same meeting when "answers" are called for under the order of procedure, or he may require two weeks notice before giving his reply, in which case he may, if he desires, require that the question be submitted to him in written form.

2.10 **Answers**

When "Answers" are called for under the order of procedure any member of the Council to whom a question was directed at a previous meeting and who required two weeks notice to reply may submit his answer.

2.11 **Introduction of By-laws**

(a) Every by-law to be considered by the Council shall be introduced by a motion of leave specifying the title or purpose of the by-law.

(b) Such motion of leave shall not be subject to debate or amendment and, when passed, the by-law to which it refers shall stand referred to the Committee of the Whole.

(c) Such motion of leave may be in the following form:

> "That leave be given to the Mover and the Seconder to introduce a by-law to (—specify the title or purpose of the by-law) and that the same be taken as read a first time and stand referred to the Committee of the Whole".

(d) Notwithstanding anything hereinbefore contained, it shall be permissable to deal with all by-laws which are to be introduced at any meeting of the Council in a single motion. Such motion may be in the following form:

> "That leave be given the Mover and Seconder to introduce the by-laws listed on the Agenda, namely:
>
> (a) a by-law to . . . . .
>
> (b) etc. (listing all the by-laws)
> and that the same be taken as read a first time and stand referred to the Committee of the Whole".

2.12 **Committee of the Whole**

(a) Whenever it shall be moved and carried that the Council go into the Committee of the Whole, the head of the Council or other presiding officer shall leave the Chair, but he shall first appoint a member of the Council as Chairman of the Committee of the Whole,

and such Chairman shall preside over the meeting of the Committee and shall report the proceedings thereof.

(b) The head of the Council or other presiding officer shall appoint a different member of the Council as Chairman of the Committee of the Whole for each regular or special meeting of the Council, and in making such appointments shall proceed in regular order so that, in so far as possible, each member of the Council shall have an equal opportunity during the term to preside in the Committee.

(c) The Committee of the Whole shall consider and report on the following matters in the order listed:

(1) Communications which have been referred to the Committee.

(2) By-laws which have been referred to the Committee.

(3) Questions of privilege which have been referred to the Committee.

(4) Any other matter which has been referred to the Committee by resolution of the Council.

(d) When by-laws are to be considered by the Committee, any member of Council may request that the purpose and effect of any particular by-law be explained and the Chairman may then call upon the Clerk or any other City Official having special knowledge thereof to give such an explanation. If no such explanation is asked for or on the completion of same, a motion 'that the by-laws be taken as read a second time and be recommended for enactment' shall be in order.

(e) It shall not be necessary to have the by-laws read in their entirety unless a motion

requiring that all by-laws or a particular by-law be read shall be duly moved and carried.

(f) Where it is required that a by-law be read in full in the Committee of the Whole such by-law shall first be read throughout by the Clerk, and then be read by the Chairman, leaving the title and preamble to the last considered.

(g) Every by-law may be debated in the Committee of the Whole is subject to amendment and may be tabled or referred back to a named Committee of the Council for further consideration.

(h) When a by-law has been referred back to a Committee of the Council it may be re-introduced in the Committee of the Whole during any subsequent regular meeting of the Council on motion duly moved and carried.

(i) When a by-law has been approved by the Committee of the Whole a motion recommending it for enactment shall be included in the report of the Committee. Such motion may be in the following form:

> "That the by-law(s) considered by this Committee (as the same have been amended) be taken as read a second time and be recommended for enactment".

(j) Subject to the foregoing provisions of this section the rules of procedure of the Council shall apply in the Committee of the Whole, so far as the same may be applicable, except that no motion for the previous question or for adjournment shall be allowed.

In case of a division the vote of the members shall not be recorded nor shall the number of times of speaking on any question be limited.

(k) Questions of order arising in the Committee of the Whole shall be decided by the Chairman subject to an appeal to the Mayor and to a further appeal from the decision of the Mayor to the Whole Committee. If there be no further appeal the decision of the Mayor shall be final.

(l) If any disorder should arise in the Committee of the Whole, the Mayor shall immediately resume the Chair without any question being put and any business then before the Committee may be further considered in the Committee of the Whole during a subsequent regular meeting of the Council.

(m) In the event of any appeal from the decision of the Mayor on a point of order arising in the Committee of the Whole, the Mayor shall take the Chair during the vote on the appeal and he may vote with the other members on the point of order. In the event of an equality of votes the chair shall be deemed to be sustained.

(n) The Chairman of the Committee of the Whole may vote on any question and in the event of an equality of votes the question being voted upon shall be deemed to have been decided in the negative.

(o) The Chairman of the Committee of the Whole may state his position on any matter before the Committee without leaving the Chair, but it shall not be permissible for him to debate the question without first leaving the Chair after having appointed a member to preside in his place during his remarks.

(p) A motion that the Committee of the Whole rise without reporting shall be decided without discussion and such motion shall have precedence over all other motions. In the

event that such a motion is decided in the affirmative the Mayor or other presiding officer shall immediately resume the Chair and proceed to the next order of procedure. Any by-law or other item of business left undecided by such motion may be again considered in the Committee of the Whole, on motion duly passed, during any subsequent regular meeting of the Council.

2.13 **Report of the Committee of the Whole**

Every report of the Committee of the Whole shall be in writing and be signed by the Chairman thereof.

2.14 **Final Passage of By-laws**

Every by-law which has been recommended for enactment by the Committee of the Whole shall be placed before the Council for final passage at the same meeting of the Council. Provided however that where it is required by statute that a by-law receive the approval of any Government agency before being passed, or that notice of Council's intention to pass such by-law be given, such by-law may be withheld and be presented for final passage at a subsequent meeting of the Council when such legal requirements have been complied with.

Notwithstanding anything hereinbefore contained, it shall be permissable to deal with all by-laws for third reading at any meeting of Council in a single motion. Such motion may be in the following form:

> "That the by-laws listed on the Agenda for third reading, namely:
> (a) a by-law to . . . .
> (b) etc. (listing all the by-laws)
> be taken as read a third time, be finally passed and numbered serially by the Clerk".

2.15 **Adjournment**

A motion to adjourn may be made at any time by a member who has the floor, requires no seconder and need not be in writing. Provided that no motion to adjourn may be made during the taking of a vote on any question.

Where a motion to adjourn is duly moved and carried and any item of business or any by-laws then before the Council is left undisposed of such item of business or by-law may be considered at the appropriate place in the order of procedure at any subsequent regular meeting of the Council.

Where a motion to adjourn is lost no second motion to the same effect may be made until after some intermediate proceeding shall have been had.

No member of the Council shall leave his seat, on adjournment, until the Mayor or other presiding officer has left the Chair.

3. **Seating of Members**

Prior to the inaugural meeting of a new Council, the members thereof shall meet and draw lots to determine the order of their seating at the Council Table. The order of seating thus determined shall remain in effect during the whole of the term of office of such Council.

When a vacancy occurs in the Council the person elected or appointed to fill such vacancy shall take the seat of the Member he replaces.

4. **Rules of Conduct and Debate**

4.01 Any member desiring to speak shall rise in his place and, upon being recognized by the

Mayor or other presiding officer, shall address himself to the Chair.

4.02 When two or more members rise to speak, the Mayor or other presiding officer shall recognize the member who rose first, but a motion may be made that any member who has risen "be now heard".

4.03 The Mayor or other presiding officer may state his position on any matter before the Council without leaving the Chair, but it shall not be permissable for him to debate the question without first leaving the Chair after appointing a member to preside in his place during his remarks.

4.04 The Mayor may, without leaving the Chair, address the Council between proceedings on any matter which he deems pertinent to the business of the municipality.

4.05 When a point of order is raised or when a member is called to order by the Mayor or other presiding officer, the member speaking shall immediately resume his seat and shall remain seated until the Mayor or presiding officer shall have stated and decided the point of order, and may further address the Council only for the purpose of appealing to the Council from such decision.

4.06 The Mayor or other presiding officer, in giving his decision, should cite the rule or the law governing the case. He may ask for the assistance of the Clerk or the Council in deciding the matter but his decision shall be final if there be no appeal.

4.07 If the decision of the Mayor or other presiding officer is appealed to the Council he shall restate the point in issue and his ruling thereon and, without further debate, shall put the question "shall the ruling of the chair be

sustained''. The Mayor or other presiding officer may vote on this question and in the event of an equality of votes the Chair shall be deemed to be sustained.

4.08 No member shall speak disrespectfully of the reigning Sovereign or of any member of the Royal Family, or of the Governor-General, Lieutenant-Governor, or person administering the government of Canada or of this Province; nor shall he use offensive words in, or against this Council, or any member thereof; nor shall he speak beside the question in debate. No member shall reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.

4.09 No member shall resist the rules of the Council, nor disobey the decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case any member shall so resist or disobey he may be ordered by the Council to leave his seat for that meeting, and in case of his refusing to do so, he may, on the order of the Mayor or other presiding officer, be removed therefrom by the police; but in case of ample apology being made by the offender, he may, by vote of the Council, be permitted forthwith to re-take his seat.

4.10 No charge shall be made which involves the character or conduct or language of a member of this Council unless such member is present to make reply or unless due notice has been given him to be present and defend himself.

4.11 A question put to a member may not contain inputations, epithets, ironical expressions or hypothetical cases; nor may a question refer to debates or answers to questions in the same meeting. A question may

not be put which publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.

4.12 When a member has been called to order by the presiding officer for a breach of parliamentary decorum, it is his duty to bow at once to the decision of the Chair and to make apology by explaining that he did not intend to infringe any rule of debate, or by immediately withdrawing the offensive or unparliamentary language he may have used. In case, however, a member persists in unparliamentary conduct, the presiding officer shall be compelled to name him, and submit his conduct to the decision of the Council. In such a case the member whose conduct is in question should explain and withdraw and it shall be for the Council to decide what action to take in reference to him.

4.13 When the Mayor or other presiding officer is putting the question, no member shall walk across or out of the Chamber, or make any noise or disturbance, nor when a member is speaking shall any other member interrupt him, except to raise a point of order.

4.14 Any member may require the question under discussion to be read at any time during debate but not so as to interrupt a member while speaking.

4.15 No member shall speak a second time to any question except in explanation of a material part of his speech in which he may

have been misconstrued, but then he shall not introduce any new matter. Provided however that a member who has made a substantive motion to the Council shall be permitted a reply.

4.16 No member shall, without leave of the Council, speak to any question, or in reply, for longer than fifteen minutes.

4.17 No standing rule of Council shall be suspended except in case of urgency and then only by the unanimous consent of the members present.

5. **Privilege**

Whenever any matter of privilege arises, it shall be immediately taken into consideration by the Council. Provided, however, that on motion duly made and carried a question of privilege may be referred to the Committee of the Whole for decision.

6. **Motions:**

6.01 All motions must commence with the word "that".

6.02 No member shall speak more than once upon a previous question without leave of the Council.

6.03 Upon a division in the Council the names of those who vote for, and those who vote against the question, shall be recorded in the minutes.

6.04 After a motion is read by the Mayor or other presiding officer, it shall be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment with permission of the Council.

6.05 Every motion when seconded shall be received and read by the Mayor, or other

presiding officer, except in the cases provided for by the rules of Council.

6.06 No member other than the introducer shall speak to any motion until it is first put by the Mayor or other presiding officer.

6.07 When two or more separate propositions are embodied in one motion, or in an amendment, the Mayor or other presiding officer may put the propositions separately, restricting debate to each proposition in its turn. After any question is finally put by the Mayor or other presiding officer, no member shall speak on the question, nor shall any other motion be made until after the result is declared and the decision of the Mayor or other presiding officer as to whether the question has been finally put shall be conclusive.

6.08 In all cases where a motion is made for the appointment of a Special Committee, the member making the motion shall be one of the Committee.

6.09 The member who hands a written notice of motion to the Clerk to be read at any regular Council meeting need not necessarily be in his seat during the reading of the notice.

6.10 A motion of which notice has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without due notice having been given for such meeting unless the Mayor and all the members of the Council are present and consent to such motion's being made.

6.11 A motion once decided by the Council may not again be introduced to the same Council; nor shall a motion that has been negatived be introduced as an amendment.

6.12 All motions except purely procedural motions, shall be made in writing and must be seconded.

6.13 All motions shall be put to the Council in the order in which they are proposed, except amendments which shall be submitted in the reverse order in which they are made. Not more than two amendments can be proposed at the same time.

6.14 On all motions except to adjourn, or that the committee rise, discussion must be relevant to the subject under consideration.

6.15 A motion to adjourn may not be amended.

6.16 No reply shall be permitted to the member who moves adjournment of the Council while any matter is under consideration; a reply is permitted by a member who moves adjournment between proceedings, or between any two orders of the day.

6.17 A notice of motion or a motion for reconsideration may not be presented during consideration of any other question but may be presented only during the order of new business.

6.18 With the exception of motions relating to questions of privilege and order demanding the immediate interposition of the Council, purely procedural motions, and motions of sympathy or congratulations notice as herein set out shall be given of all motions (including motions for reconsideration of any question) and no motion shall be discussed unless such notice has been given or unless the Council dispense with such notice by a two-thirds vote of the members present, without debate. Such notice of motion must be in writing, provide such adequate notice as will

inform all the members of the Council of the precise terms of the motion, be given to the Clerk and read at the meeting next preceding the meeting at which the motion is to be made; a copy of such notice of motion shall be mailed to the Mayor and each Alderman with the minutes of the meeting at which such notice was given.

7. **Reconsideration:**

7.01 After any question, except one of indefinite postponement, has been decided, any member who voted in the majority may, at the same session or at a subsequent session if he has given notice thereof in writing for such subsequent session, move for a reconsideration thereof, such motion to be seconded by a member who voted on the original motion—either for or against it—and such motion must be made in writing, but no discussion of the main question shall be allowed unless reconsidered, nor shall any question be reconsidered more than once, and then only by two-thirds of the members present voting in favour of such reconsideration.

7.02 A motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of.

7.03 If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for future definite date, and debate on the question to be reconsidered may proceed as though it had never previously been voted on; but a vote on the question cannot be taken unless every member who voted with the majority, is present when reconsideration is moved.

7.04 Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.

7.05 A member who is absent at the time a vote is taken on a motion which subsequently becomes the subject of a motion for reconsideration, shall be deemed for the purpose of reconsideration to have voted with the majority.

7.06 When a by-law has been defeated at any stage of the order of procedure it shall be subject to a motion to reconsider and the foregoing rules shall apply thereto, except that, when a motion to reconsider a by-law is carried by the required two-thirds vote, a motion that leave be given to introduce the said by-law shall become the next order of business and, if this motion is carried, the by-law shall be dealt with in accordance with the usual order of procedure as if it had been first introduced at the meeting during which the motion to reconsider was voted upon.

8. **Postponement**

8.01 If a motion to postpone indefinitely is decided in the affirmative, the original motion, together with amendments, is thereby removed from before the Council, and no motion of substantially the same nature as the original motion or the amendments may be introduced during the same calendar year.

8.02 A question postponed to a definite date shall have precedence over all business under the order of unfinished business.

8.03 A motion for reference to a Committee, until it is decided, shall preclude all amendment of the main question, and any motion to postpone.

8.04 A motion to commit or recommit or postpone must be disposed of before a motion to amend may be made.

9. **Previous Question:**

9.01 A motion for the previous question applies only to the motion or amendment under consideration at the time the previous question is moved, and debate shall cease until motion for previous question has been voted on.

9.02 If a motion for the previous question carries the main motion or amendment under consideration shall be put immediately without further debate. If the motion for the previous question is negatived, debate may proceed. No amendment may be made to the motion for the previous question or to the main motion until the previous question is disposed of, nor is the motion for the previous question debatable. The motion for the previous question shall be put in the following words: "Shall the question be now put?"

10. **Amendments:**

10.01 It shall be permissable to amend a report of a Committee on motion duly passed by a majority vote of the members of Council present and voting.

10.02 Not more than one amendment to the main motion, nor more than one amendment to an amendment shall be permitted at one time, except if the amendment has been withdrawn or negatived another amendment may be substituted to the main motion but not to an amendment. It shall not be necessary to give notice of intention to move an amendment; but an amendment may be moved only when the motion it is sought to amend is before Council.

10.03 In case of an amendment to an amendment, the amendment to the main motion cannot be withdrawn until the amendment to

the amendment has been withdrawn or negatived.

10.04 An amendment must be similar in import to the question which it is proposed to amend, but with sufficient variance to constitute a new question.

10.05 It shall be the duty of the Mayor or other presiding officer to determine what motions or amendments are in order (subject to an appeal to the Council) and decline to put any motion before the Council which he deems to be clearly out of order or contrary to law.

10.06 An amendment embodying a matter which has been referred to a Committee, or the consideration of which has been deferred indefinitely or to a later date, is not permissible.

11. **By-laws**

11.01 No by-law may be amended except in the Committee of the Whole or upon a motion for the final passing thereof.

11.02 An amendment to a by-law must strictly relate to the subject matter of the by-law.

11.03 It is permissible on a motion for the final passing of a by-law to move that the by-law be referred back to a named Committee for further consideration, or that the third reading be deferred indefinitely, or be postponed to a definite time.

11.04 A motion for the final passing of a by-law may be superseded by an amendment which leaves out all the words of the question after the word "that", and which substitutes for those words a resolution stating the objective and motive on which opposition to the by-law is based.

12. **Voting in Council**

12.01 Every member who shall be present in the Council Chamber when a question is put shall vote thereon, unless the Council shall excuse him, or unless he be personally interested in the question, provided such interest is resolvable into a personal pecuniary profit, or is peculiar to that member and not in common with the interests of the citizens at large, and in such cases he shall not vote.

12.02 If any member has any pecuniary interest, direct or indirect, in any contract or proposed contract with the Council, or in any other matter in which the Council is concerned, and is present at a meeting of the Council at which the contract, proposed contract or other matter is the subject of consideration, he shall, as soon as practicable after the commencement of the meeting disclose his interest and shall not take part in the consideration or discussion of, or vote on any question with respect to the contract, proposed contract or other matter.

If the interest of a member has not been disclosed by reason of his absence from the meeting referred to in the next preceding paragraph, or by reason of such interest having been acquired subsequent to such meeting, he shall disclose such interest at the first possible subsequent meeting, and shall not take part in the consideration or discussion of, or vote on any question with respect to, the contract, proposed contract or other matter.

12.03 Every disclosure of interest made pursuant to section 12.02 shall be recorded in the minutes of the meeting by the Clerk.

12.04 If any member refuses to vote on any question for other than the reasons mentioned

in sections 12.01 and 12.02 hereof he shall be recorded as voting in the negative on the question before the Council.

12.05 When the question under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.

12.06 After any question is finally put by the Mayor or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Mayor or other presiding officer as to whether the question has been finally put shall be conclusive.

12.07 When the right of a member to vote is brought in question the member shall be heard in explanation and shall then withdraw until the question of his right to vote has been decided by the Council. If more than one member be challenged at the same time the right of each member to vote shall be determined individually.

13. **Committees**

13.01 The standing committees of the Council, shall be appointed at the inaugural meeting of the new Council following each biennial election and shall, subject to the concurrence of the Council continue in office during the life of such Council.

13.02 The Finance Committee shall consist of all the Aldermen of the City of Kitchener and the Mayor, ex-officio.

13.03 The standing committees of the Council, other than the Finance Committee, shall be divided into two groups, as follows:

(a) The Group "A" Committee shall comprise the following committees, namely:—

The Material and Equipment Committee
The Planning and Building Committee
The Sewer and Sanitary Committee
The Works Committee

and each committee shall be composed of the Chairman of the Finance Committee, four other Aldermen to be appointed by the Council, and the Mayor, ex-officio.

(b) The Group "B" Committee shall comprise the following committees, namely:

The Fire and Light Committee
The Office and Cemetery Committee
The Personnel Committee
The Railway and Traffic Committee
The Sports, Legislation and Property Committee

and each committee shall be composed of five Aldermen to be appointed by the Council, and the Mayor, ex-officio.

13.04 Subject to the concurrence of the Council each standing committee shall appoint its own chairman and no member of the Council shall be Chairman of more than one standing committee at the same time, nor shall the Mayor be chairman of any committee.

13.05 The Finance Committee shall meet in the Council Chambers at 7:30 o'clock in the afternoon, local time, on the days on which regular meetings of the Council are held.

13.06 The Group "A" and Group "B" Committees shall meet jointly in the Council Chambers at 7:00 o'clock in the afternoon, local time, on the Mondays intervening the regular meetings of the Council, for the purpose of receiving delegations wishing to appear before either Group Committee. Provided,

however, that if such Monday is a holiday, the Committees shall meet at the same hour on the next following juridical day. And provided further, that during the months of June, July, August and September, the Committees shall meet at the same hour on such days as they may, by resolution, prescribe.

13.07 When all delegations have been heard the Group "A" Committee will meet in the Council Chamber and the Group "B" Committee will meet in a Committee Room of City Hall to transact such business as may lawfully come before the respective Committees.

13.08 When the pressure of business so requires the Group Committees may meet on such days at such earlier hour as they may, by resolution, prescribe.

13.09 The members of a special committee shall appoint one of themselves as Chairman. Meetings of the special committee shall be held at the call of the Chairman.

13.10 A special meeting of any standing committee may be held at such time as the Chairman of the Committee deems necessary but at least twenty-four hours notice of such special meeting shall be given.

13.11 All Committee meetings must be held in the City Hall unless permission to hold a meeting elsewhere has first been obtained from the Council.

13.12 No committee shall be permitted to meet while the Council is in session.

13.13 If any committee neglects to attend to its duties the Council may intervene and order it to meet and report.

13.14 A committee report must be made in writing and be signed by the Chairman or Acting Chairman.

13.15 The Chairman of the Committee may vote on any question before the Committee and in the event of an equality of votes the question being voted on shall be deemed to have been negatived.

13.16 The Mayor shall be a member of every committee and may vote on all questions before a committee but, except in the Finance Committee, he shall not be counted in the formation of a quorum.

13.17 Subject to section 13.16 a majority of all members of a committee shall constitute a quorum.

13.18 In committee, members may speak more than once on the same question.

13.19 A motion made in committee need not be seconded.

13.20 Special committees may consider and report on such matters only as have been referred to them by the Council or the Mayor.

13.21 The Clerk shall provide secretarial services to all standing committees and shall keep minutes of their proceedings.

13.22 No Alderman shall be appointed or act as Chairman of any one standing committee for more than four consecutive years in any five year period. The provisions of this section shall apply to the appointments of Chairmen of Standing Committees made on or after the 1st day of January, 1964.

13.23 A special committee of the Council to consider and report on a specific subject, project or undertaking may be appointed by resolution of the Council. Where such resolution does not name the members of the Committee the Mayor shall name them.

13.24 When a special committee has completed

its work and made its report it dissolves automatically.

13.25 Each committee shall diligently pursue its duties and shall report to the Council on every matter and question referred to it.

13.26 Should the Chairman of any Committee neglect or refuse to call special meetings of his Committee at such times or with such frequency as the proper dispatch of the Committee's business requires; or do the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the committee may report such neglect, refusal or action to the Council which may remove such Chairman from office and appoint another member of the committee in his place.

13.27 Should any member of a committee refuse or neglect to attend the regular or special meetings thereof, the Chairman may report such neglect or refusal to the Council which may remove such member from the committee and appoint another member in his place.

13.28 Should any committee neglect or refuse to give due attention to any matter before it the Council may by resolution discharge such committee and appoint another in its place.

13.29 Every committee in the exercise of its several functions, when the same are not prescribed by statute or By-law, shall be subject to the control and direction of the Council.

13.30 It shall be the duty of each standing committee to report to the Finance Committee, at one of its meetings in February of each year, a statement of its proposed improvement. repairs and expenditures together with an

estimate of revenues, if any, for the current year, the Finance Committee shall consider same and report to the Council not later than its last regular meeting in March of each year.

13.31 The Council may amend any such report and may reduce, increase or confirm the committee estimates, and these several reports so amended or confirmed, shall then be adopted and the sums set down in each shall constitute the appropriations for the respective committees for the current year.

14. **Duties of Standing Committees**

14.01 **Finance Committee:**

(a) It shall be the duty of the Finance Committee to consider all matters connected with the financial affairs of the City; to prepare and submit to the Council as early as possible in each year its estimates of the proposed revenues and expenditures of the year; and to nominate the Heads of Departments.

(b) This Committee shall examine and pass all accounts for payment before the final approval of Council, provided, however, that in cases of emergency and of accounts requiring immediate payment the Treasurer may issue cheques for the payment of accounts before the same have passed the Council or any Committee thereof, and such accounts so paid shall be examined and passed in the regular way by the Finance Committee. Every such cheque shall be countersigned by the auditors.

14.02 **Works Committee:**

The Works Committee shall consider and report upon all matters connected with the construction, repair or improvement of the highways, streets, roads, bridges, and sidewalks of the City or encroachments on or

obstructions of the same, snow removal and the cleaning, sprinkling and oiling of the streets.

14.03 **Sewer and Sanitary Committee:**
The Sewer and Sanitary Committee shall consider and report upon all matters relating to the sewer systems and the collection and disposal of garbage.

14.04 **Railway and Traffic Committee:**
The Railway and Traffic Committee shall consider and report upon all matters relating to the operation of Railways within the City and the regulation of vehicular and pedestrian traffic upon the City streets.

14.05 **Planning and Building Committee:**
The Planning and Building Committee shall consider and report upon all matters relating to or arising out of the Zoning, Building and Plumbing By-laws of the Corporation and all matters relating to City Planning.

14.06 **Materials and Equipment Committee:**
The Materials and Equipment Committee shall consider and report upon all matters relating to the purchase of vehicles, construction equipment and bulk materials required for the proper conduct of the City's business.

14.07 **Office and Cemetery Committee:**
The Office and Cemetery Committee shall consider and report upon all matters relating to municipally owned cemeteries. The committee shall also consider and report upon all matters relating to the administration of the various offices directly controlled by the Council.

14.08 **Fire and Light Committee:**
The Fire and Light Committee shall consider and report upon all matters relating to the several Fire Hall properties and all fire

apparatus, the general administration of the Fire Department and the lighting of highways in the City.

14.09 **Personnel Committee:**
The Personnel Committee shall consider and report upon all matters relating to the hiring, training, suspension and discharge of employees of the Corporation and their remuneration and conditions of work.

14.10 **Sports, Legislation and Property Committee:**
The Sports, Legislation and Property Committee shall consider and report upon all matters relating to public housing and to the Market Square, the Cenotaph, the City Hall, the Comfort Station, and all buildings, stalls or erections connected with the said Market. The Committee shall also consider and report upon all matters relating to public sports and games which are the concern of the City of Kitchener, all resolutions or suggestions for new Federal or Provincial legislation received from any source, for which the support of the Council is requested, and all legislative matters which are not within the jurisdiction of any other standing or special Committee.

15 **Unprovided Cases**
In all unprovided cases in the proceedings of the Council or in Committee, resort shall be had to the Law of Parliament as the rule for guidance on the question, and in such cases the decision of the Mayor or other presiding officer shall be final and acquiesced in without debate.

PASSED at the Council Chambers in the City of Kitchener this 5th day of April, A.D. 1965.

K. R. HYMMEN, Mayor
J. R. DARRAH, Clerk